United States Flag Etiquette and Patriotic Courtesies

226.1 PURPOSE AND SCOPE
To provide guidance, consistent with those of the federal government, for employees of the Pasadena Police Department to display proper respect to the Flag of the United States of America ('Flag'). Guidelines for proper procedures are set forth herein:

(a) Rules of etiquette and respect of the Flag shall be followed by all employees of the Pasadena Police Department while on duty or in uniform.

(b) Rules of etiquette and respect of the Flag are applicable at all times, day or night, inside or outdoors, during athletic events, parades, National, State or City ceremonies, etc.

(c) These rules of etiquette apply only so far as the immediate duties of the police employee will permit and are intended to direct his/her behavior under normal conditions.

(d) Nothing in this policy is intended to suppress or interfere with the duties of a police officer wherein the officer is involved in protecting life and/or property, preserving the peace or pursuing and/or arresting violators of the law.

226.2 DISPLAY OF THE U.S. FLAG ON THE FLAG POLE
The Flag is always flown in a position of honor. In no event shall any other flag fly at a level higher than the American Flag, nor shall the Flag be flown upside down. In the event of multiple flags being flown from multiple poles, the Flag will be displayed at the higher pole or in the event all poles are of the same height, the Flag will be flown on the right (the Flags own right). The Flag will be displayed every day of the year (weather permitting) and especially on the following days:

- New Year's Day, January 1st
- Presidential Inauguration Day, January 20th (every 4th year)
- Lincoln's Birthday, February 12th
- Washington's Birthday, the third Monday in February
- Easter Sunday, no fixed date
- Mother's Day, the second Sunday in May
- Armed Forces Day, The third Saturday in May
- Memorial Day, the last Monday in May (half-staff until noon; full staff noon until sunset)
- Flag Day, June 14th
- Independence Day, July 4th
- Labor Day, the first Monday in September
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- Citizenship Day, September 17th
- Columbus Day, the second Monday in October
- Veteran's Day, November 11th
- Thanksgiving Day, the fourth Thursday in November
- Christmas Day, December 25th

(a) The Flag is customarily flown from sunrise to sunset. It will be the policy of this department to display the Flag from 0700 - 1700 hrs daily.

(b) In the event of more than one Flag being flown from more than one flag pole, the U.S. Flag shall be raised first and lowered last.

(c) The Flag will be raised briskly and lowered slowly. The Flag should be gathered at the bottom so as to not let the Flag touch the ground.

(d) The Flag shall be properly folded after it is lowered (see item #9).

226.2.1 FLYING STATE/LOCAL FLAGS AT HALF-MAST
The California State flag and the City of Pasadena flag may be flown at half-staff in the event of local mourning.

(a) State or Local flags may be flown at half-mast from the day of death until burial of any city employee or any national, state or local law enforcement official as directed by the City Manager.

226.3 FLYING THE FLAG AT HALF-MAST
The Flag shall be raised to the top of the staff for an instant and then lowered to half-staff. When retiring the Flag at the end of the day, the Flag shall be raised to the top of the staff, lowered, and then properly folded.

(a) The United States Flag will be flown at half-mast for the following occasions:

1. On Memorial Day (the last Monday in May): The Flag will be flown at half-mast until 1200 (Noon). At 1200 hrs, the Flag will be raised to full staff for the remainder of the day.

2. For 30 days following the death of the President or a former President;

3. For 10 days following the death of the Vice-President, the Chief Justice or a retired Chief Justice, or the Speaker of the House of Representatives;

4. From the day of death until burial of an Associate Justice, a secretary of an executive department or a military department or a governor of a state, or a US Senator from California.

(b) When the Flag is flown from a fixed staff or when the Flag is displayed in ceremonies during times of mourning, mourning is indicated by attaching two streamer of black crepe to the
spear head, allowing the streamers to fall naturally. Crepe is used on the Flag-staff only by order of the President.

226.4 DISPLAY OF THE U.S. FLAG OTHER THAN ON AN OUTSIDE FLAG POLE
The Flag shall always be carried aloft and free and never flat or horizontal. The Flag shall always be placed in a position of honor:

- When marching in front, the Flag shall be carried alone and in front of the center of the line if there are any other flags.
- When marching in a line with other Flags, the U. S. Flag shall always be carried to the right of all flags in procession.
- Hanging in a corridor, lobby, or behind a speaker: the Flag shall hang flat against the wall, tacked down only along the top portion, leaving the bottom of the Flag to hang free. The union of the Flag (cantor/blue field with stars) shall be on the Flag’s own right or to the left as an observer looks at the Flag.
- When displaying the Flag in a stand beside a speaker: The Flag shall be placed in a position of honor on the speaker’s right.
- Displaying the Flag in the body of an assembly or classroom in front of the speaker: the Flag shall be placed in front of and to the right of the assembly.
- The Flag shall only be used to cover the casket of a veteran of military service.
- When used to cover a casket, the union of the Flag shall be placed over the head and left shoulder. The Flag should not be lowered into the ground, nor shall it be allowed to touch the ground. The casket should be carried feet first.
- The Flag will be applied to all marked Pasadena Police vehicles to symbolize the struggle against world terror.

The Flag shall never be used as:

- decoration
- advertising
- bunting
- display on a ceiling
- drapery
- costume
- paper napkins
- display with emblem or letter covering or in any fashion, which would cause disrespect to the Flag of the United States of America
226.5 SALUTING THE FLAG
When the National Flag is raised or lowered as part of a ceremony, or when it passes in review, all persons present should face the Flag and stand at attention.

Employees present - in uniform

(a) Those in full uniform, wearing the official uniform hat or helmet, will render a military style hand salute.

(b) The Flag shall be saluted at the moment it passes by in a parade, in review, or during the ceremony of raising or lowering the Flag.

(c) If the National Anthem is played while the Flag is displayed, everyone present shall face the Flag and salute at the first note of the anthem, retaining this position until the last note or until directed by the officer-in-charge.

(d) Those in uniform, wearing an approved uniform baseball style cap, will render a military style hand salute.

(e) Those in uniform, not wearing any headgear, will stand at attention with the right hand over the heart.

Employees present - not in uniform

(a) A man not in uniform, if wearing a hat, shall remove his hat and place his right hand (palm inward) over his heart.

(b) A man not in uniform and not wearing head gear will place his right hand over his heart.

(c) A woman not in uniform also salutes by placing her right hand over her heart, however, women do not remove hats (if worn).

(d) When motor vehicles are present during the playing of the National Anthem, at the first note, all vehicles shall be brought to a halt. The driver and passengers will remain seated in the vehicle.

(e) Motorcycle officers will dismount and render a hand-salute.

226.5.1 HAND SALUTE
The hand salute is a one-count movement. The command is "PRESENT, ARMS." When wearing headgear with a visor (with or without glasses), on the command of execution "ARMS," raise the right hand sharply, fingers and thumb extended and joined, palm facing down, and place the tip of the right forefinger on the rim of the visor slightly to the right of the right eye. The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front. The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm horizontal.

Order arms from the hand salute is a one-count movement. The command is "ORDER, ARMS." On the command of execution "ARMS," return the hand sharply to the side, resuming the position of attention.
226.5.2 COLOR GUARD
The color guard will consist of the color bearer, two escorts, and a bearer of the State Flag or some other flag. The color bearer with the National Flag must be on the marching right of the other flag bearer. For this reason, the color guard cannot perform an "about face". The escorts march on each side of the two bearers.

226.5.3 CARING FOR THE FLAG
The National Flag shall be folded carefully and put away when not in use. It shall be folded twice lengthwise to form a long strip. Then, starting at the stripe end, it should be given a series of triangular folds. If the Flag is permanently attached to a flag staff, it shall be furled (wrapped around the staff). It should then be cased (wrapped with a cover).

The Flag may be mended, dry cleaned or washed. When the Flag is worn and no longer fit for display, it should be destroyed in some dignified way, preferably burning.